

# WILLIAMSBURG PLANNING AND CODES COMPLIANCE DEPARTMENT

## Director, Planning and Codes Compliance

**Carolyn Murphy**

- Council Staff
- Planning Commission Staff
- Departmental Budget
- Planning Projects
- Comprehensive Plan
- Subdivision Administrator

## PLANNING DIVISION

### Principal Planner

**Erin Burke**

- Planning Commission Staff
- ARB Staff
- BAC Staff
- Planning Projects
- Special Use Permits
- Permit Application/Coordination

### Zoning Administrator

**Heather Markle**

- Zoning Administration
- Site Plan Review
- Board of Zoning Appeals Staff
- Planning Commission Staff
- Planning Projects
- Inspections
  - Signs
  - Zoning

### Administrative Assistant/ Planning Clerk

**Heather Moore**

- PC, ARB, BZA, BAC Staff
- Information Requests
- Records Management and Reports
- Attends ARB, BZA, PC Meetings for roll call and minutes

## CODES DIVISION

### Deputy Director of Planning and Codes Compliance

**Matt Westheimer**

- Code Enforcement
  - Building
  - Plumbing, Gas, and Mechanical
  - Electrical
  - Plan Review
  - Property Maintenance
  - Erosion and Sedimentation Control
  - Stormwater Management

**Lauri Springsteen**

Assistant Building Official

### Codes Compliance Staff

**David Jones**

**John Street**

Combination Inspectors

**Vacant**

Property Maintenance/Rental  
Inspector

### Permit Technician

**Dori Patterson**

- Permit Issuance
- Information Requests
- Records Management and Reports
- Property Maintenance Notices and Records